

Child and Adult Care Food Program (CACFP) • Child Care Menu Production Record 9 — At-risk Snack and Supper

Site: _____

Date: _____

This sample form expires on September 30, 2017. The new CACFP meal patterns required by the USDA [final rule](#) take effect on October 1, 2017.

Number of Meals Served (Complete after meal service)		
Age Group	Snack	Supper
1-2:		
3-5:		
6-12 *:		
Total Reimbursable Meals:		
Nonreimbursable Meals:		
Total Meals:		

Meal Pattern <i>See the CACFP Meal Pattern for Children for the required serving sizes for each meal type</i>		Column 1	Column 2	Column 3								Column 5	Column 6	Column 7
		Menu Item	Recipe Number or Product Name	Portion Size and Amount Prepared								Total Quantity of Food Used <i>e.g., number of servings, pounds, cans</i>	Amount Leftover	Total Amount Served <i>(Column 5 minus Column 6)</i>
				Ages 1-2		Ages 3-5		Ages 6-12 *		Nonreimbursable Meals				
				Portion Size	Number of Portions	Portion Size	Number of Portions	Portion Size	Number of Portions	Portion Size	Number of Portions			
Snack (Choose 2 of 4)	Milk													
	Vegetables/Fruits													
	Grains/Breads													
	Meat/Meat Alternates													
	Other Foods <i>Do not credit</i>													
Supper	Milk													
	Vegetables/Fruits													
	Grains/Breads													
	Meat/Meat Alternates													
	Other Foods <i>Do not credit</i>													

* Includes children through age 18 in at-risk afterschool care centers and emergency shelters.

CACFP Child Care Menu Production Record 9 — At-risk Snack and Supper, continued

INSTRUCTIONS

Site and Date: List the site name and date of meal service.

Number of Meals Served: Complete this section **after** the meal service. Indicate the number of reimbursable meals served to each age group, and the number of nonreimbursable meals if applicable, e.g., meals for CACFP staff and incomplete meals served to children.

Menu Item (Column 1): List all planned menu items. Include noncreditable foods (e.g., desserts and condiments), and any substitutions. For information on the CACFP meal pattern requirements, see the [CACFP Meal Pattern for Children](#) and [Meal Pattern Requirements for the CACFP](#). For information on “other” foods, see [Noncreditable Foods in the CACFP](#).

Recipe Number or Food Product (Column 2): Indicate the recipe (and recipe number, if available) or name of food product used. Include the form (e.g., fresh, frozen or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar).

Serving Size and Amount Prepared (Column 3): Indicate the serving size and number of servings of each planned menu or food item served to each age group, and to CACFP staff, if applicable.

Total Quantity of Food Used (Column 4): Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges, 250 servings of hamburgers. For all other items, indicate the amount of food used with as much detail as possible, e.g., “3 10-lb. boxes,” “2 #10 cans” or “1½ recipes.”

Amount Leftover (Column 5): Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., “half of a full-size steam table pan” or “2 quarts.” Use consistent measurements. For example, if the total quantity of food used (column 4) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).

Total Amount Served (Column 6): Subtract *Amount Leftover* (column 5) from *Total Quantity of Food Used* (column 4) to determine the total amount of food served.



For information on the CACFP, visit the CSDE's [CACFP Web site](#) or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/mp/cacfp9.pdf.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.